REGULAR MEETING
OF THE
BARTLESVILLE FILM AUTHORITY

Monday, December 15, 2025
2:30 p.m.

Buffalo Roam
520 S. Osage
Bartlesville, OK 74003

Chairman James S. Curd, Jr.
918-338-4282

AGENDA

1. **Call to order the business meeting of the Bartlesville Film Authority by Chairman Curd.**
2. **Roll Call and Establishment of a Quorum.**
3. **Public Comment on Agenda Items.**
4. **Discuss and take possible action to approve the minutes of November 17, 2025.**
5. **Discuss and take possible action to approve release of escrow funds for Buffalo Roam Studios LLC. Presented by Jason Muninger, CFO/City Clerk.**
6. **Monthly Progress Report. Presented by Donna Keffer, Vice President, Content Production, Buffalo Roam.**
7. **BFA Trustee Comments and Inquiries.**
8. **Adjournment.**

The Agenda was received and filed in the Office of the City Clerk on Thursday, December 11, 2025 at 4 p.m. and posted in prominent public view at City Hall same day at 5:30 p.m.

Jason Muninger

Jason Muninger, CFO/City Clerk

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

Open Meetings Act Compliance (25 O.S. Sec. 301 *et seq*.): all discussion items are subject to possible action by the Bartlesville Film Authority (BFA). Official action can only be taken on items which appear on the agenda. The BFA may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the BFA may refer the matter to the City Manager, Staff or City Attorney, or back to a committee or other recommending body. Under certain circumstance, items are deferred to a specific later date or stricken from the agenda entirely. Agenda items requiring a public hearing as required by law will be so noted. The BFA may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.